

## Data Element Definitions

### *IDENTIFICATION #1-14*

This section identifies the reporting library/administrative entity.

1. **Library Code**  
A library code assigned by the Utah State Library Division to the reporting library (administrative entity) or the administrative office of a multiple outlet system.
  2. **Name of Library**  
The legal name of the reporting library.
  3. **Street Address**  
The complete street address of the reporting library. Note: Do not report a post office box or general delivery.
  4. **City (of street address)**  
This is the city or town in which the reporting library is located.
  5. **ZIP Code (of street address)**  
This is the standard five-digit postal zip code for the street address of the reporting library.
  6. **ZIP+4 (of street address)**  
The four-digit postal ZIP code extension for the street address of the reporting library. You can find this code at the United States Postal Service web site: <http://zip4.usps.com/zip4/welcome.jsp>
  7. **Mailing Address**  
This is the mailing address of the reporting library.
  8. **City (of mailing address)**  
This is the city or town of the mailing address of the reporting library.
  9. **ZIP Code (of mailing address)**  
This is the standard five-digit postal ZIP code for the mailing address of the reporting library.
  10. **ZIP+4 (of mailing address)**  
This is the four-digit postal ZIP code extension for the mailing address of the reporting library. You can find this code at the United States Postal Service web site: <http://zip4.usps.com/zip4/welcome.jsp>
  11. **County of the Entity**  
This is the county in which the reporting library is located.
  12. **Telephone (include area code)**  
This is the telephone number of the reporting library, including area code.
  13. **Fax (include area code)**  
This is the fax number of the reporting library, including area code.
  14. **Director's E-mail Address**  
This is the electronic mail (e-mail) address of the director of the reporting library.
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**GENERAL INFORMATION #15-36**

This section requests information on the number of people served by the library, public service outlets, staffing, library Director, public service hours, Friends groups, and volunteers. Report figures as of the last day of your fiscal year, except for the questions that ask for a yearly total and the public service hours, which should be calculated on the *Public Service Hours Worksheet*.

**15. Population of Legal Service Area**

The number of people in the geographical area for which a public library has been established to offer services, and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. This figure is provided by the Utah State Library Division and is based on the latest U.S. Census Bureau subcounty population estimates available.

During the fiscal year in question, if you have contracted with another city or county to serve as the primary library for their population, post a *Federal Note* in this field, listing the city/county with which you have contracted. Report the revenue received from the contract under *Local Government Contracts*.

**Service Outlets**

The number of locations (i.e. outlets) in a jurisdiction where a patron can locate materials.

**16. Number of Central Libraries**

The single outlet library or the library that is the operational center of a multiple outlet library system. Usually all processing is centralized here and the principal collections are housed here. Synonymous with Main Library. Note: An administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where there are several co-equal outlets, report all such outlets as branches.

**17. Number of Branch Libraries**

A branch library is an auxiliary unit of an administrative entity which has ALL of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.

**18. Number of Bookmobiles**

A bookmobile is a traveling branch library. It consists of ALL of the following: (1) a vehicle that carries an organized collection of library materials; (2) paid staff; and (3) regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicles make.

**19. Number of Other Outlets**

Include library collections placed in nursing homes, prisons, etc.

**20. Total Number of Outlets**

Total number of service outlets (sum of fields #16 + #17 + #18 + #19).

**Staff**

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not. Note: All staffing figures should be reported as full-time equivalents (FTE). To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. To calculate the FTE of employees in any category, take the number of hours worked per week by all employees in that category and divide it by 40.

**21. FTE of Librarians with ALA-accredited master's degree**

FTE of Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**22. FTE of Librarians with any other master's degree**

FTE of persons with the title of Librarian who hold a master's degree in any field other than library science.

**23. FTE of Others holding the title of Librarian**

FTE of other persons holding the title of Librarian. Persons who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect.

**24. Total FTE of Librarians**

The FTE sum of fields #21 + #22 + #23.

**25. FTE of All Other Paid Staff**

This includes all other FTE employees paid from the reporting library's budget, including plant operations, security, and maintenance staff.

**26. Total FTE of Paid Employees**

The FTE sum of fields #24 + #25.

***Library Director***

Report figures as of the last day of the library's fiscal year. If there was a change of Library Directors during the reporting year, use data corresponding to the Director who held the position for the longest part of the year.

**27. Year of Library Director's appointment**

Year when the Director was appointed to the reporting library.

**28. Library Director's formal education**

This is the highest degree obtained by the Library Director. Select from the following options: (a) High School; (b) 2 Year College; (c) 4 Year College; and (d) Post Graduate.

**29. Library Director's salary**

This is the range of the annual salary of the Library Director. Select from the following options: (a) Less than \$20,000; (b) \$20,000 - \$29,000; (c) \$30,000 - \$39,000; (d) \$40,000 - \$49,000; (e) \$50,000 - \$59,000; (f) \$60,000 or more.

**30. Weekly hours worked by Library Director**

This is the total number of hours the Library Director works in a week. For full-time Directors enter 40 hrs. For part-time Directors enter the actual number of contracted hours.

***Public Service Hours***

See the *Public Service Hours Worksheet* and instructions for information on computing these two data elements.

**31. Weekly Scheduled Public Service Hours (all outlets)**

The total number of hours per week that all outlets within the jurisdiction are open, based on a published schedule. If the schedule changed during the year, the reported data is an average. For bookmobiles, count only the hours during which each of the bookmobiles were open to the public (i.e. the number of hours it was at a stop – do not include travel time).

**32. Public Service Hours Per Year (all outlets)**

The sum of the hours all outlets were open for the entire year. This is computed by adding up the service hours per week for all outlets, multiplying by 52 and subtracting the number of hours any outlet was closed for holidays or other major reasons (remodeling, inventory, etc.). For bookmobiles, count only the hours during which each of the bookmobiles were open to the public (i.e. the number of hours it was at a stop – do not include travel time).

***Friends and Volunteers*****33. Does your library have a Friends group, library foundation, or library guild?**

If you have any or all of these groups associated with the library, answer "Yes." Note: a Friends group, library foundation, or library guild is a formally established group of library supporters, operating under a charter or set of by-laws.

**34. If yes, how many members? If no, enter N/A**

The total number of members for all groups included in the previous question. If you answered "No" to field #33, enter N/A here.

**35. Number of volunteers who worked for the library this fiscal year**

The number of people who performed voluntary (unpaid) work for the library. They may be members of the library board, a formally established group (such as a Friends group), or individuals who have volunteered their time and effort. The volunteer may work at the library at various tasks, may be running various library programs (such as literacy or story hours), or may be out in the community doing such things as delivering books to the homebound, helping with a bond election campaign, telling stories at the homeless shelter, or working on the annual book sale. Report number of people, not FTE's.

**36. Number of hours volunteers worked for the library this fiscal year**

The total number of hours (rounded to the nearest hour) worked on the library's behalf by the volunteers reported in the previous question.

***COLLECTION OF LIBRARY MATERIALS #37-48***

Report the number of volumes, not number of titles. Report all items the library has acquired and cataloged for the collection, regardless if they were purchased, leased, licensed, or donated as gifts.

***Library Collection*****37. Print Materials**

Report a single figure that includes both of the following: (1) Books in print and (2) Serial backfiles in print.

(1) Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For small libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

(2) Serials are publications issued in successive parts, usually at regular intervals, and intended to be continued indefinitely. Serials include periodicals (magazines); newspapers; annuals (reports, yearbooks, etc.); journals, memoirs, proceedings and transactions of societies; and numbered monographic series. Government documents and reference tools are often issued as serials. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume. Report the number of physical units, including duplicates. For smaller libraries, if volume data are not available, count the number of titles. Serials packaged together as a unit (e.g., a 2-volume serial monograph) and checked out as a unit are counted as one physical unit.

**38. Audio Materials**

These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings, such as web-based or downloaded audiobooks and MP3 files. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**39. Video Materials**

These are materials on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Video formats may include tape, DVD, CD-ROM, web-based or downloaded files, etc. Report the number of units, both physical and electronic, including duplicates. Items packaged together as a unit (e.g., two video cassettes for one movie) and checked out as a unit are counted as one physical unit. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**40. Electronic Books (e-Books)**

e-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. E-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. For electronic units, report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**41. Licensed Databases paid with local funds**

Report the total number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data.

Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on CD-ROM, diskette, or other direct access method, or as a computer file accessed via dial-up methods or via the Internet. Subscriptions to individual electronic serial titles are reported under *Current Electronic Serial Subscriptions*. Each database is counted individually even if access to several databases is supported through the same vendor interface.

**42. Licensed Databases paid by the State Library**

Report the number of licensed databases for which temporary or permanent access rights have been acquired by formal agreement with the State Library. All databases through PIONEER should be included here, 41 as of June 2007.

**43. Licensed Databases paid by other cooperative agreements (or consortia)**

Report the number of licensed databases for which temporary or permanent access rights have been acquired by other cooperative agreements or through consortia.

**44. Total Licensed Databases**

The sum of fields #41 + #42 + #43.

**45. Other Library Materials**

The number of all materials not already reported previously.

**46. Total Library Collection**

The sum of fields #37 + #38 + #39 + #40 + #44 + #45.

***Current Serial Subscriptions*****47. Number of Current Print Serial Subscriptions**

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

**48. Number of Current Electronic Serial Subscriptions**

Report the number of electronic and digital serial subscriptions (e-serials, e-journals), including duplicates, for all outlets. Examples include periodicals (magazines), newspapers, annuals, some government documents, some reference tools, and numbered monographic series distributed in the following ways: (a) via the Internet (e.g., HTML, PDF, JPEG, or compressed file formats such as zipped files); (b) on CD-ROM or other portable digital carrier; (c) on databases (including locally mounted databases); and (d) on diskettes or magnetic tapes. Electronic serial

subscriptions include serials held locally or remote resources that the library has authorization to access, including those available through statewide or consortia agreements. Do not include subscriptions to indexing and abstracting databases that include full-text serial content (e.g., EBSCOHost, ProQuest, OCLC FirstSearch). Note: If electronic subscriptions are available through Public PIONEER, they will be reported in the Fact Sheet from the Utah State Library Division, and should be included in the count.

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### ***SERVICE OUTPUT MEASURES #49-63***

Service Output Measures should be reported as annual figures. Statistics for Visits and Reference may be estimated by using the “typical week” method and then annualized.

#### ***Number of Library-sponsored Programs***

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, and citizenship classes; and book discussions.

Count all programs that are sponsored or co-sponsored by the library, whether held on- or off-site. Exclude programs sponsored by other groups that use library facilities.

If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

#### **49. Number of Children’s Programs**

The number of program sessions and/or activities for which the primary audience is children. Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures*, (ALA, 1992) defines children as persons age 14 and under.

#### **50. Number of YA and Adult Programs**

The number of program sessions and/or activities for which the primary audience is young adults, adults, or families. Exclude the programs counted in Number of Children’s Programs, field #49.

#### **51. Total Number of Programs Sponsored by the Library**

The sum of fields #49 + #50.

### ***Attendance at Programs***

#### **52. Attendance at Children’s Programs**

The count of the audience at all program sessions and/or activities for which the primary audience is children 14 years and younger. Include everyone who attend programs intended primarily for children, regardless of age. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities.

#### **53. Attendance at YA and Adult Programs**

The number of people attending the YA and Adult program sessions and/or activities. Includes everyone who attend programs intended primarily for teens and adults, regardless of age.



**54. Total Attendance at Library Sponsored Programs**

The sum of fields #52 + #53.

***Circulation of Materials***

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included here are only items borrowed for, and checked out to, users. Do not include items checked out to another library or branch.

**55. Length of Loan Period**

The number of days for the library's most commonly applied circulation period for the majority of its collection.

**56. Circulation of Children's Materials**

The total annual circulation of all juvenile materials in all formats to all users, including renewals.

**57. Circulation of All Other Materials**

The total annual circulation of all materials in all formats to all users except those counted in field #56.

**58. Total Circulation**

The sum of fields #56 + #57.

***Visits and Reference*****59. Library Visits**

The total number of people entering the library for whatever purpose during the reporting year. Include persons attending activities, meetings, and those persons requiring no staff services.

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52.

A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

**60. Reference Transactions**

The total number of reference transactions for the reporting year.

Note: A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. The request may come in person, by telephone, by fax, by mail, or by electronic mail from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are, "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is, "Are you only open until 9:00 PM tonight?"

If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week (see above for a definition of "typical week") and multiplying the count by 52.

**61. Number of Registered Borrowers**

A registered borrower is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years. Note: *Output Measures for Public Library Service to Children: A Manual of Standardized Procedures*, (ALA, 1992).

***Interlibrary Loan*****62. Number of Items Provided To Other Libraries**

The total number of library materials, or copies of the materials, provided by the reporting library to another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.

**63. Number of Items Received From Other Libraries**

The total number of library materials, or copies of the materials, received by the reporting library from another library, upon request, during the reporting year. The libraries involved in the transaction are not under the same library administration.

***REVENUE AND EXPENDITURES #64-132***

Report the library's detailed operating expenditures for the fiscal year and the source of income for those expenditures. The following fields MUST match each other:

Field #127 MUST match Field #112.

Field #131 MUST match Field #113.

Field #132 MUST match Field #114.

***Operating Expenditures***

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting library. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report estimated costs as expenditures.

Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

Report Local Funds spent on operating expenses in the fields labeled "Local Funds." Report state and federal Funds in the "State/Federal Funds" fields. Calculate the totals in the grayed-out fields labeled "Total..."

***Staff Expenditures*****Fields #64, 77, 90. Salaries and Wages**

This includes salaries and wages for all library staff (including plant operation, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions, but exclude employee benefits.

**Fields #65, 78, 91. Employee Benefits**

These are the benefits, outside of salaries and wages, paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**Fields #66, 79, 92. Total Staff Expenditures**

Calculate totals of Salaries & Wages and Employee Benefits.



### ***Collection Expenditures***

This includes all operating expenditures from the library budget for all materials in print, microform, electronic and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

#### **Fields #67, 80, 93. Print Materials**

Report operating expenditures for the acquisition of books, back files, serial subscriptions, government documents, and any other print materials.

#### **Fields #68, 81, 94. Audiovisual Materials**

Operating expenditures for library materials that are displayed by visual projection or magnification or through sound reproductions, or both, including graphic material, audio material, motion pictures, and video material; also the special visual materials such as cartographic and three-dimensional material.

#### **Fields #69, 82, 95. Electronic Materials**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, including materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote electronic materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. [Based on ISO 2789 definition.] Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Materials (Data Elements #70, 83, 96).

#### **Fields #70, 83, 96. Other Materials**

Include all expenditures for materials not reported in Print Materials, Audiovisual Materials, or Electronic Materials.

#### **Fields #71, 84, 97. Total Collection Expenditures**

Calculate totals of Print Materials, Audiovisual Materials, Electronic Materials, and Other Materials.

### ***Other Operating Expenditures***

Include all operating expenditures other than those for Staff and Collection Expenditures. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.

#### **Fields #72, 85, 98. Plant Operation and Maintenance**

Expenditures for activities concerned with keeping the physical plant open, safe, and ready for use. Includes cleaning, disinfecting, heating, lighting, communication, power, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated somewhat regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). Include contractual costs of plant operation, security, and maintenance if paid from the library budget, but do not include salaries and benefits of library paid staff. Also include building and liability insurance.

#### **Fields #73, 86, 99. Furniture and Equipment**

Include expenditures for all furniture and equipment purchased during the fiscal year if they are not considered capital expenditures. Include costs of computer hardware and software to support library operations or to link to external networks, including the Internet.

#### **Fields #74, 87, 100. Miscellaneous Operating Expenditures**

Include all general operating expenditures other than those detailed in Plant Operation and Maintenance, and Furniture and Equipment.

**Fields #75, 88, 101. Total Other Operating Expenditures**

Calculate totals of Plant Operation and Maintenance, Furniture and Equipment, and Miscellaneous Operating Expenditures.

**Fields #76, 89, 102. Total Operating Expenditures**

Calculate the grand total of Total Staff Expenditures, Total Collection Expenditures, and Total Other Operating Expenditures.

***Capital Outlay*****Fields #103-111. Capital Outlay**

Expenditures for the acquisition of, or addition to, fixed assets, such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Report Capital Outlay expenditures by the source of the money spent. For example:

Field #103 Local Government = Monies received by local funding authority (city or county).

Field #104 Local Government Contracts = Monies received if the library has contracted to serve the residents of another jurisdiction.

Field #105 Other Local Sources = Monies received through donations, fundraising, fines.

Field #106 Total Local Capital Outlay = Sum of fields #103 + #104 + #105.

Field #107 State Government = Grants from the State of Utah, e.g. Community Library Enhancement Fund.

Field #108 Federal Government = Grants from the U.S. Government, e.g. Federal LSTA Grant.

Field #109 Other Federal Sources = Monies received through other Federal grants.

Field #110 Total State/Federal Capital Outlay = Sum of fields #107 + #108 + #109.

Field #111 Total Capital Outlay = Sum of fields #106 + #110.

***Total Expenditures*****Fields #112, 113, 114. Total Expenditures**

Calculate the grand total of expenditures by adding the Total Operating Expenditures and the Total Capital Outlay from local funds and from State/Federal funds.

***Source of Funds***

The Federal-State Cooperative System for Public Library Data (FSCS) and the Utah State Library Division have differing needs with regard to the data collected on library funds. This is a general discussion of those needs, which should be used in your reporting.

In the Data Collection Form (page 7) you will see two columns under the heading Source of Funds. The first data column is entitled *Money Received This Fiscal Year* and refers to the data requested by FSCS. FSCS wants to determine the amount of money available to libraries each year, whether or not that money was spent. In some cases this column reflects the library's budget, but this is not true for all libraries. It is the amount of money actually collected for, or received by the library for the fiscal year.

The second data column is entitled *Money Spent This Fiscal Year* and refers to the data required by the Utah State Library Division. These figures show the source of funds for the expenditures reported earlier, and must balance to those figures. The amounts reported in this column are used to determine local *Maintenance of Effort*.

### ***Local Funds***

Funds derived from local sources or grants obtained through local efforts (it excludes state and federal government grants).

#### **Fields #115, 124. Local Government**

All tax and non-tax receipts designated by the city or county of the public library and available for expenditure by the public library. Do NOT include the value of any contributed or in-kind services, or the value of any gifts and donations, fines or fees.

#### **Fields #116, 125. Local Government Contracts**

Funds received from other cities or counties to provide service to patrons inside or outside the library's legal service area.

#### **Fields #117, 126. Other Local Funds**

All revenue received during the fiscal year, other than Funds reported for local, state and federal government. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or private grants. Do NOT include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

#### **Fields #118, 127. Total Local Funds**

The total amount of local money received and spent. Field #118 = Sum of fields #115 + #116 + #117. Field #127 = Sum of fields #124 + #125 + #126.

### ***State and Federal Revenue***

All revenue received from the State or Federal Government, whether directly or through another agency.

#### **Fields #119, 128. State Government**

All funds distributed to the library by State Government for expenditure by the library, EXCEPT for federal Funds distributed by the State. The Utah State Library Division Fact Sheet includes figures on the amount they have disbursed to the library. If the library has other sources of state funds (for example community impact money), the library should add that to the amount reported by the State Library and provide an explanation for the increase.

#### **Fields #120, 129. Federal Government**

All funds from the Library Services and Technology Act (LSTA) grant, distributed to the library by the Utah State Library Division for expenditure by the library. See Fact Sheet from the State Library for the amount distributed.

#### **Fields #121, 130. Other Federal Funds**

All revenue from the federal government, other than funds reported in Fields #120 and #129, distributed to the library for expenditure by the library, including such Federal funds distributed by the State. If the library has funds in this category, enter the figure, and provide an explanation as to the source of the funds (e.g. NEH, SETA, block grants, etc.).

#### **Fields #122, 131. Total State/Federal Funds**

The total amount of state/federal money received and spent. Field #122 = Sum of fields #119 + #120 + #121. Field #131 = Sum of fields #128 + #129 + #130.

#### **Fields #123, 132. Total Funds**

The total amount of local, state, and federal money received and spent in the fiscal year. Field #123 = Sum of fields #118 + #122. Field #132 = Sum of fields #127 + #131.

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***INTERNET ACCESS & LIBRARY AUTOMATION SOFTWARE #133-145******Internet Access***

This information should reflect the situation of the library as of the end of library's fiscal year, not at the time the form is being filled out.

133. **Does the library have access to the Internet?**  
Answer "Yes" or "No. Do not report a library that has access to electronic mail only.
134. **Does the library offer wireless connection to the Internet to the public?**  
Answer "Yes" or "No.
135. **Number of Internet terminals for staff only**  
The number of library computer terminals used to connect to the Internet and are used by the library staff only.
136. **Number of Internet terminals for the general public**  
The number of library computer terminals used to connect to the Internet and are used by the general public.
137. **Number of patrons that used public Internet computers**  
Report the total number of individuals that have used Internet computers in the library during the last year. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A typical week or other reliable estimate may be used to determine the annual number. Sign-up forms or Web-log tracking software also may provide a reliable count of users.
138. **Speed of the library's Internet connection**  
What is the speed of the library's Internet connection? Select one of the following: (a) 56K; (b) DSL; (c) T1; (d) T3; (e) Other.
139. **If you selected "Other" please specify**  
Report the type of connection and/or the speed of the Internet connection.
140. **Annual cost for Internet connectivity**  
Amount the library pays for Internet connectivity per year.
141. **Name of Internet filtering software**  
Name of the software installed in the libraries computers to filter Internet content.
142. **Library's main website address**  
Enter the web address of the library jurisdiction. If the library jurisdiction has more than one website, list only the main site.

***Library Automation Software***

This is the computer software used by the library to offer an electronic catalog, conduct circulation transactions, cataloging procedures, etc.

143. **Name of ILS (Integrated Library System)**  
Name of the software package used by the library to offer an electronic catalog, conduct circulation transactions, cataloging procedures, etc.
144. **Name of ILS Vendor**  
Name of the automation software developer or the company that supports the software.
145. **Access to online catalog**  
Is the library's online catalog available by remote login? Select one of the following: (a) No; (b) Yes – via direct dial-in; (c) Yes – via Internet; (d) Yes – via both direct dial-in and Internet.
-

***FOR UTAH STATE LIBRARY USE ONLY***

This section is for internal use of Utah State Library only. You do not have to answer questions #146 through #150.

***Source of Funds: Received vs. Spent*****146. Difference between fields #123 and #132**

Difference between *Total Money Received This Fiscal Year* and *Total Money Spent This Fiscal Year*. Field #146 = field #123 – #132.

***Total Expenditures*****147. Difference between fields #112 and #127**

Difference between Total Expenditures (Local Funds) and Money Spent This Fiscal Year (Total Local Funds). Field #147 = field #112 – #127.

**148. Difference between fields #113 and #131**

Difference between Total Expenditures (State/Federal Funds) and Money Spent This Fiscal Year (Total State/Federal Funds). Field #148 = field #113 – #131.

**149. Difference between fields #114 and #132**

Difference between Total Expenditures (Total Funds) and Money Spent This Fiscal Year (Total Funds). Field #149 = field #114 – #132.

***Maintenance of Effort*****150. 2007 Maintenance of Effort**

Library expenditures during this fiscal year from local government funds (exclusive of capital outlay).